

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Administrative Office	(2) MEETING DATE 12/9/2014	(3) CONTACT/PHONE Dan Buckshi, County Administrative Officer 781-5011	
(4) SUBJECT Submittal of resolutions to amend the Position Allocation Lists for FC 113- General Services, FC 114- Information Technology, FC 305- Parks and Recreation and FC 425- Airports related to the dissolution of the General Services Agency and realignment of financial and administrative positions, and request to authorize corresponding budget adjustments to transfer funding for the positions between fund centers. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board: <ol style="list-style-type: none"> 1. Approve a resolution to amend the Position Allocation List for Fund Center 113- General Services Department by deleting 1.0 FTE Deputy Director- General Services [Agency], 2.0 FTE Administrative Services Managers, 1.0 FTE Secretary II, 1.0 FTE Accounting Technician, 1.0 FTE Accounting Technician- Confidential, 1.0 FTE Accountant II, and establishing the new classification and setting the salary range for the position of Deputy Director- General Services Department and adding 1.0 FTE Deputy Director- General Services Department; 2. Approve a resolution to amend the Position Allocation List for Fund Center 114- Information Technology Department by deleting 1.0 FTE Deputy Director- Information Technology and adding 1.0 FTE Administrative Services Manager and 1.0 FTE Accounting Technician- Confidential; 3. Approve a resolution to amend the Position Allocation List for Fund Center 305- Parks and Recreation Department by deleting 1.0 FTE Deputy Director- County Parks and adding 1.0 FTE Accountant I/II/III, 1.0 FTE Secretary II, 1.0 FTE Accounting Technician and 1.0 FTE Administrative Services Manager; 4. Approve a resolution to amend the Position Allocation List for Fund Center 425- Airports Department by deleting 1.0 FTE Deputy Director County Airports; 5. Approve the following corresponding budget adjustments: <ul style="list-style-type: none"> • Transfer appropriation for salaries and benefits in the amount of \$211,126 from FC 113- General Services to FC 305- Parks and Recreation to fund the positions added to the FC 305- Parks and Recreation Position Allocation List for the remainder of FY 2014-15; • Transfer appropriation for salaries and benefits in the amount of \$107,298 from FC 113- General Services to FC 114- Information Technology to fund the positions added to the FC 114- Information Technology Position Allocation List for the remainder of FY 2014-15. 			
(6) FUNDING SOURCE(S) FC 113, 114, 305, 425 FY 2014-15 Adopted Budgets	(7) CURRENT YEAR FINANCIAL IMPACT This item: savings of \$298,570 Total GSA Dissolution: savings of \$71,769	(8) ANNUAL FINANCIAL IMPACT This item: savings of \$597,139 Total GSA Dissolution: savings of \$143,539	(9) BUDGETED? N/A
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: 1415059 <input checked="" type="checkbox"/> 4/5 Vote Required <input type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date: 9/23/14, 107/14	
(17) ADMINISTRATIVE OFFICE REVIEW This item was prepared by the Administrative Office			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Dan Buckshi, County Administrative Officer

DATE: 12/9/2014

SUBJECT: Submittal of resolutions to amend the Position Allocation lists for FC 113- General Services, FC 114- Information Technology, FC 305- Parks and Recreation and FC 425- Airports related to the dissolution of the General Services Agency and realignment of financial and administrative positions, and request to authorize corresponding budget adjustments to transfer funding for the positions between fund centers. All Districts.

RECOMMENDATION

It is recommended that the Board:

1. Approve a resolution to amend the Position Allocation List for Fund Center 113- General Services Department by deleting 1.0 FTE Deputy Director- General Services [Agency], 2.0 FTE Administrative Services Managers, 1.0 FTE Secretary II, 1.0 FTE Accounting Technician, 1.0 FTE Accounting Technician- Confidential, 1.0 FTE Accountant II, and establishing the new classification and setting the salary range for the position of Deputy Director- General Services Department and adding 1.0 FTE Deputy Director- General Services Department;
2. Approve a resolution to amend the Position Allocation List for Fund Center 114- Information Technology Department by deleting 1.0 FTE Deputy Director- Information Technology and adding 1.0 FTE Administrative Services Manager and 1.0 FTE Accounting Technician- Confidential;
3. Approve a resolution to amend the Position Allocation List for Fund Center 305- Parks and Recreation Department by deleting 1.0 FTE Deputy Director- County Parks and adding 1.0 FTE Accountant I/II/III, 1.0 FTE Secretary II, 1.0 FTE Accounting Technician and 1.0 FTE Administrative Services Manager;
4. Approve a resolution to amend the Position Allocation List for Fund Center 425- Airports Department by deleting 1.0 FTE Deputy Director County Airports;
5. Approve the following corresponding budget adjustments:
 - Transfer appropriation for salaries and benefits in the amount of \$211,126 from FC 113- General Services to FC 305- Parks and Recreation to fund the positions added to the FC 305- Parks and Recreation Position Allocation List for the remainder of FY 2014-15;
 - Transfer appropriation for salaries and benefits in the amount of \$107,298 from FC 113- General Services to FC 114- Information Technology to fund the positions added to the FC 114- Information Technology Position Allocation List for the remainder of FY 2014-15.

DISCUSSION

The General Services Agency (GSA) was formed in March of 2008. Formation of the Agency involved the combination of the Information Technology Department with the General Services Department which consisted of airports, parks, construction services, central mail, facilities maintenance, custodial services, purchasing, property management, energy management, reprographics, and fleet. The primary goals of the formation of the Agency were to consolidate the administrative and financial support systems within the two departments, reducing expenses, enhancing collaboration and communication within and between the two departments, providing internal departments with consistent, quality customer service, and unifying the position of General Services Director and Chief Information Officer into one position.

Unfortunately, the goals of the formation of the Agency were not realized as intended. On October 7, 2014, the Board formally amended the County Code to dissolve the General Services Agency and create four new, independent departments, including: General Services, Information Technology, Airports and Parks and Recreation.

As noted in the October 7, 2014 staff report, the dissolution of the General Services Agency and creation of four new departments will occur in phases. The first phase consisted of the amendments to the County Code to legally dissolve the Agency and Agency Director position and to create the four new departments noted above, as well as the department director positions to oversee the new departments.

This item represents the second phase of the dissolution and will and will realign some of the fiscal and administrative staff resources currently within the General Services Department to the Parks and Recreation Department and Information Technology Department. No realignment of staff from General Services to Airports is necessary, given that the Airport retained its fiscal and administrative staff throughout the time that the Agency existed. Also included in this second phase is the elimination of the existing GSA Deputy Director positions (one in each of the four departments) and the addition of a new Deputy Director- General Services Department.

Future phases of the Agency dissolution process may include organizational changes that are necessary to support the new, independent departments, including the possible creation of assistant or deputy department head positions, if it is determined that the structures of the new departments warrant those.

Position Allocation List (PAL) Changes and Associated Budget Adjustments

Since the Agency was formed in 2008, many financial and administrative staff have been centralized, with PAL adjustments to move positions from Information Technology and Parks into General Services. As noted above, financial and administrative staff for the Airport remained on the Airport's PAL during the existence of the Agency. With the dissolution of the Agency, it is now necessary to reallocate staff to assure that each of the new departments has the capacity to perform necessary financial and administrative tasks (including, but not limited to human resources, accounting, budget development, and ongoing budget administration) independently.

With input from staff in each of the four new departments, the Administrative Office worked with the Human Resources Department to identify the appropriate realignment of financial and administrative staff. This process included attention to the structure of other County departments to assure organizational consistency across the County. In addition, staff reviewed staffing levels in each of the divisions and departments prior to the creation of the Agency in 2008. The proposed realignment of staffing does not result in a net change to financial and administrative staffing levels and does not result in any layoffs. The elimination of the existing Deputy Director positions is also included in this item and will also not result in any layoffs at this time, as the existing Deputy Directors will be appointed to the new Department Director positions (created on October 7, 2014) on an interim basis. The exception to this is the Deputy Director of County Airports, where the incumbent was formally appointed to the Director of Airports position on November 25, 2014.

The proposed PAL changes are recommended to be accompanied by corresponding budget adjustments to assure that the departments are able to cover the cost of the positions that are being realigned (funding will be transferred from the General Services Department, where it currently resides).

The following table summarizes the recommended PAL changes, as well as the financial impacts to each department on an annual basis, and in the current year (for the remaining six months of Fiscal Year 2014-15):

Summary of Change	FTE Change	Annual Salary + Benefit Change	Current Year Salary + Benefit Change
Fund Center 113- General Services			
Delete 1.0 FTE Accountant II	-1.0	(125,072)	(62,536)
Delete 1.0 FTE Accounting Technician- Confidential	-1.0	(84,952)	(42,476)
Delete 1.0 FTE Secretary II	-1.0	(67,251)	(33,626)
Delete 1.0 FTE Accounting Technician	-1.0	(78,484)	(39,242)
Delete 2.0 FTE Administrative Services Managers	-2.0	(281,089)	(140,545)
Delete 1.0 FTE Deputy Director- General Services [Agency]	-1.0	(206,382)	(103,191)

Add 1.0 FTE Deputy Director- General Services Department	+1.0	168,792	84,396
Subtotal- General Services	-6.0	\$ (674,438)	\$ (337,219)
Fund Center 114- Information Technology			
Add 1.0 FTE Accounting Technician- Confidential	+1.0	84,952	42,476
Add 1.0 FTE Administrative Services Manager	+1.0	129,644	64,822
Delete 1.0 FTE Deputy Director- Information Technology	-1.0	(207,249)	(103,625)
Subtotal- Information Technology	+1.0	\$ 7,347	\$ 3,674
Fund Center 305- Parks and Recreation			
Add 1.0 FTE Accountant I/II/III	+1.0	125,072	62,536
Add 1.0 FTE Secretary II	+1.0	67,251	33,626
Add 1.0 FTE Accounting Technician	+1.0	78,484	39,242
Add 1.0 FTE Administrative Services Manager	+1.0	151,445	75,723
Delete 1.0 FTE Deputy Director- County Parks	-1.0	(179,022)	(89,511)
Subtotal- Parks and Recreation	+3.0	\$ 243,230	\$ 121,615
Fund Center 425- Airports			
Delete 1.0 FTE Deputy Director- County Airports	-1.0	(173,278)	(86,639)
Subtotal- Airports	-1.0	\$ (173,278)	\$ (86,639)
NET CHANGE	-3.0	\$ (597,139)	\$ (298,570)

If approved, all changes to the PALs will be effective on December 21, 2014 which is the first day of the first pay period, following consideration of this Board item.

The PAL changes noted above represent a significant step in the dissolution of the General Services Agency and creation of four independent departments. Other organizational changes may be considered, with recommendations brought before the Board in subsequent phases of the Agency dissolution.

OTHER AGENCY INVOLVEMENT/IMPACT

The General Services Department, Information Technology Department, Parks and Recreation Department and Airports Department all provided input on how the financial and administrative staff would most appropriately be realigned. Human Resources also assisted in analysis and development of the recommended realignment of the positions, and has prepared the resolutions to make necessary amendments to affected Position Allocation Lists. The Human Resources Department also developed the specification for the new position of Deputy Director- General Services Department and conducted salary studies to determine the appropriate salary range for this new position.

On November 19, 2014, the County's Civil Service Commission voted to approve the new specification for the Deputy Director- General Services Department position.

FINANCIAL CONSIDERATIONS

As noted in prior Board items, the dissolution of the General Services Agency is not being done as a cost saving measure and is expected to be relatively cost neutral. The Phase 1 elimination of the GSA Director and creation of four new department head positions on October 7, 2014 resulted in a temporary cost increase of \$453,600. Phase 2 changes recommended via this Board item result in a decrease of \$597,139 for a net annualized savings of \$143,539. Below is a summary of the summary of financial impacts from Phase 1 and Phase 2:

Phase 1	Salary	Benefits	Total Compensation
Eliminated Position			
General Services Agency Director	(\$ 170,061)	(\$89,262)	(\$ 259,323)
Added Positions			
Director of Airports	\$ 99,574	\$ 58,387	\$ 157,961
Director of General Services	\$ 125,507	\$ 70,360	\$ 195,867

Director of Information Technology	\$ 125,507	\$ 70,360	\$ 195,867
Director of Parks and Recreation	\$ 102,181	\$ 61,047	\$ 163,228
Net Change			\$ 453,600
Phase 2*	Salary	Benefits	Total Compensation
Eliminated Positions			
Deputy Director- General Services	(\$ 133,543)	(\$ 72,839)	(\$ 206,382)
Deputy Director- Information Technology	(\$ 134,162)	(\$ 73,087)	(\$ 207,249)
Deputy Director- Parks and Recreation	(\$ 112,882)	(\$ 66,140)	(\$ 179,022)
Deputy Director- Airports	(\$ 110,053)	(\$ 63,225)	(\$ 173,278)
Added Position			
Deputy Director- General Services Dept	\$ 106,985	\$ 61,807	\$ 168,792
Net Change			(\$ 597,139)
TOTAL PHASE 1 and PHASE 2			(\$ 143,539)

* There is no net change in cost associated with the transfer of fiscal and administrative from General Services to Information Technology and Parks and Recreation.

RESULTS

Approval of the proposed changes to the Position Allocation Lists for the involved departments, as well as the corresponding budget adjustments is another step in the dissolution of the General Services Agency and the creation of the new departments of General Services, Information Technology, Parks and Recreation, and Airports. The proposed changes realign financial and administrative staff to assure that the four new departments are able to perform necessary financial and administrative work independently of one another. Overall, the dissolution of the Agency is intended to improve customer services by eliminating a layer of management, reducing bureaucracy, and by improving the oversight and delivery of capital projects.

ATTACHMENTS

1. FC 113- General Services PAL Resolution
2. FC 114- Information Technology PAL Resolution
3. FC 305- Parks and Recreation PAL Resolution
4. FC 425- Airports PAL Resolution
5. Deputy Director- General Services Department Specification
6. FC 113- General Services Org Chart
7. FC 114- Information Technology Org Chart
8. FC 305- Parks and Recreation Org Chart
9. FC 425- Airports Org Chart